DMHRSi ORGANIZATIONS PAST -- PRESENT -- FUTURE

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DMHRSi
Defense Medical
Human Resources System Internet

AGENDA

- The Foundation of your Data
- Most Common Problems with Organizations
- Preparing for the New Fiscal Year
- Questions??

DMHRSi ORGANIZATONS ARE THE FOUNDATION OF YOUR DATA

Manpower

Where are they?

Labor Cost Assignment

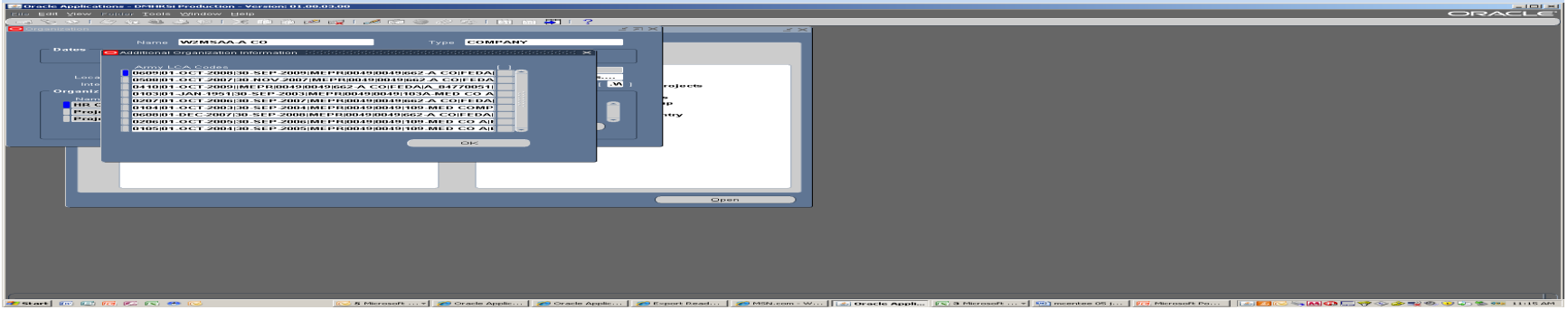
How much do they cost?

Organization Data Elements- Most Common Problems with Organizations

- **Issue** – employee charged hours and they are not showing on the EAS Summary View report or the EAS Interface File

  Resolution – check the organization and group listed on the employee's human resources record in DMHRSi; ensure there is only one open set of Army LCA Codes; two sets of open LCA codes or no open LCA Codes will result in hours not showing on the EAS Summary View report/EAS Interface file

Army LCA Manager>Work Structures>Organization>Description>enter organization name>hit "Tab">Find>Others>Army LCA Codes>OK>

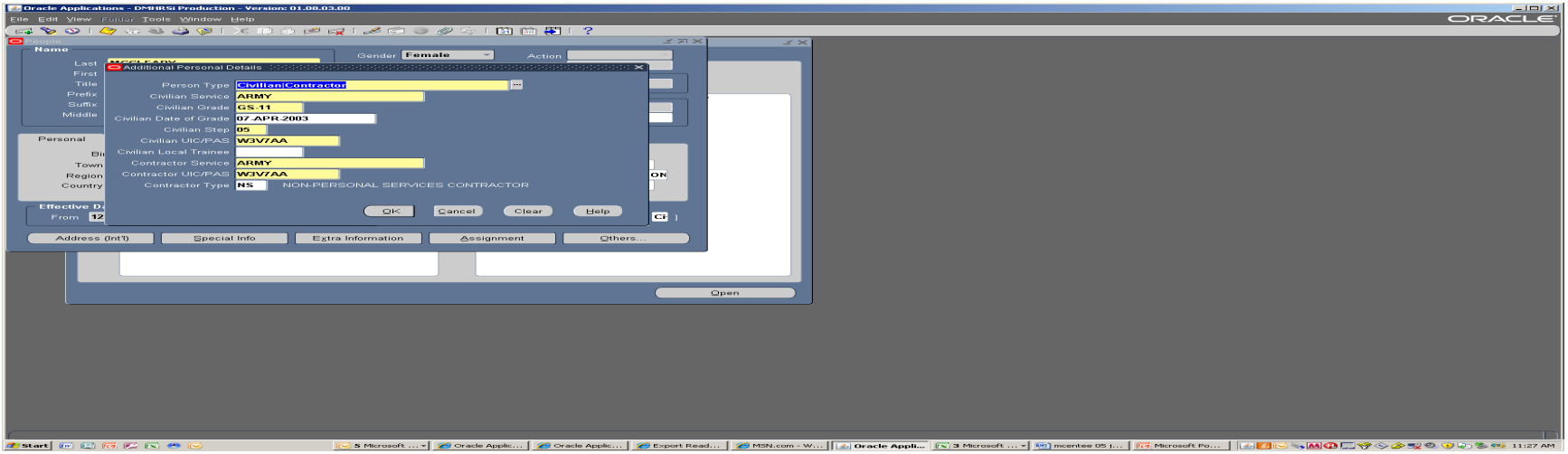


Organization Data Elements- Most Common Problems with Organizations

- **Issue** – EAS Interface file is erroring

  Resolution – run the EAS Assigned Personnel Report and filter on the UIC column; do you see a UIC that is longer then the rest (W2MSAALO, NW2MSAA); usually this problem is caused because the employee is listed as “NAVY” on the personnel Record

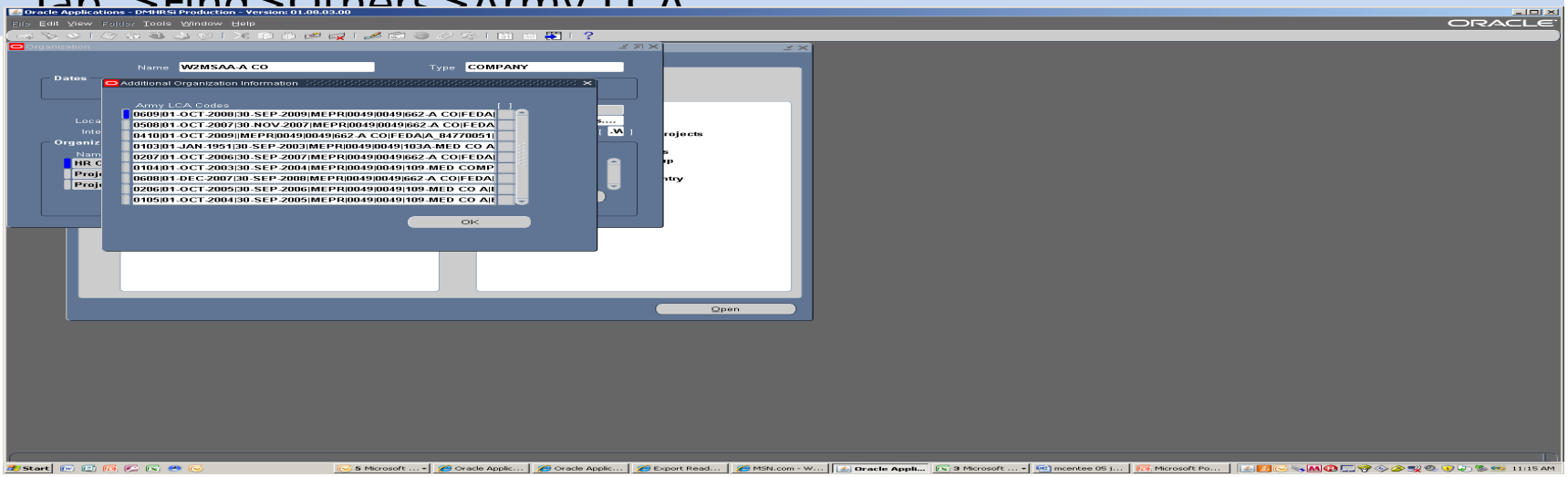
  Army HR Manager>People>Enter and Maintain>enter name if the Full Name box>click Find>click in the flex field on the bottom right>verify that the service is Army



Organization Data Elements- Most Common Problems with Organizations

- **Issue –** the DoD Batch and Timecard Status Report is not showing enough records; it's showing only 1,568 records when I should have 5,346

  Resolution – One of the organizations has more then one open set of LCA data elements which causes the DoD Batch and Timecard Status Report to stop without completing. Run the Army LCA Organizations report in Discoverer Viewer to view all the Army LCA Manager>Work Structures>Organization>Description>enter organization name>hit "Tab">Find>Others>Army LCA

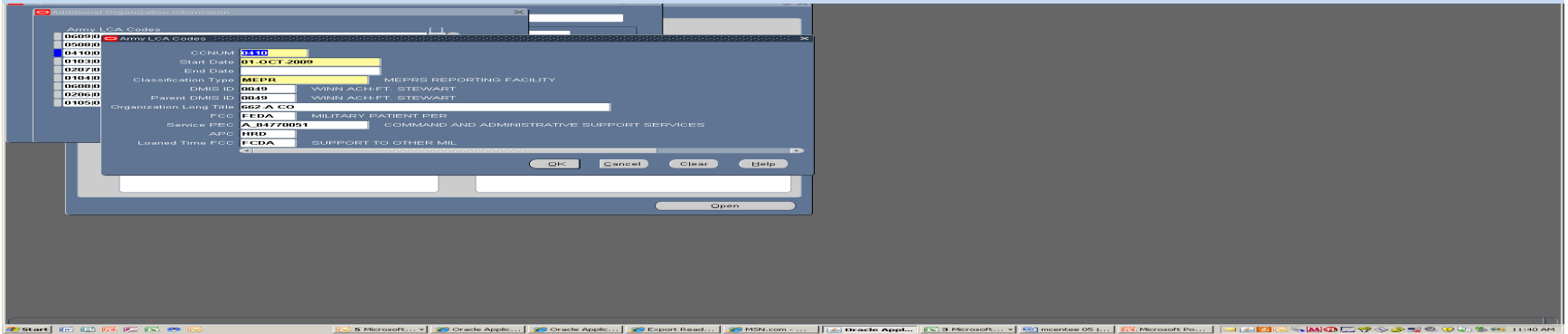


Organization Data Elements- Most Common Problems with Organizations

- **Issue** – the assigned FTE is showing up against the wrong FCC in the EAS Interface file and the Assigned Personnel Report; the FCC changed with the new fiscal year; why is the wrong one showing up?

  Resolution – check the organization listed on the human resources record as the organization and group; ensure that you created a new line of data elements for the new fiscal year and

Army LCA Manager>Work Structures>Organization>Description>enter organization name>hit "Tab">Find>Others>Army LCA Codes>OK>click on the line that contains the to and from date that you are looking for>validate the code listed as the FCC



Organization Data Elements- Most Common Problems with Organizations

- **Issue** – all WTU personnel are showing up in my data and they shouldn't

  Resolution – Remove all data elements except CCNUM, Start Date, Classification Type and Organization Long Title from the organization that represents the TDA paragraph on the official TDA; leaving the parent DMIS ID pulls these organizations into

Army LCA Manager>Work Structures>Organization>Description>enter organization name>hit "Tab">Find>Others>Army LCA Codes>OK>click on the line that contains the to and from date that represents the current year>remove the data elements listed above

WTU Instructions

Preparing for the New FY

- Approximately 1 October, the FY11 TDA will be loaded into DMHRSi
- Source system human resource assignments will be turned off for 30 days (1-31 October) to allow the new TDA to be loaded and allow human resources at the site time to reposition the military personnel IAW the new TDA in eMILPO
- DMHRSi will automatically
  1. Compare the paragraph number and title of the FY10 organizations (TDA paragraphs) with the number and title of the FY11 organizations
  2. If everything matches, the FY10 organization LCA codes will be end dated effective 30 September 2010 and new FY11 codes added effective 1 October 2010
  3. If those data elements don't match, the old organization will be end dated effective

     30 September 2010 and the new organization added effective 1 October 2010. (MEPRS will need to populate the LCA codes)
  4. Organizations that appear on the FY10 TDA, that are not listed (paragraph number and title) on the FY11 TDA, will have the LCA codes end dated
  5. Organizations that are on the FY11 TDA (paragraph number and title) but were not on the FY10 TDA will be added to DMHRSi (MEPRS will

Preparing for the new FY

5. Sites will receive a spreadsheet showing the FY10 and FY11 TDA so you can tell what was completed automatically by DMHRSi
6. MEPRS must review all local organizations; unneeded organizations must be end dated and organizations that you will continue to use must have the FY10 LCA codes end dated effective 30 September 2010 and the FY11 codes added effective 1 October 2010
7. Local organizations that are now on the official TDA must be end dated (both the organization and the LCA codes) and the LCA codes added to the organization that is listed on the official TDA

Example of TDA Worksheet

Modifying and
:ing Organinzation

-- Remember--

- MEPRS is responsible for the accuracy of the LCA codes
- Manpower should not be completing those fields
- Incorrect dates/data DOES affect your EAS data
- DMHRSi data in the system today must match what was in the system when you processed in EAS

Running the Project/Task Report

- Go to the DMHRSi web site
- Click Oracle Discoverer Viewer
- Enter your DMHRSi user name and password
- Choose LCA Manager
- Choose LCA Standard Reports
- Choose Projects – Tasks
- Enter a % in the “Task Org Name Like” field
- Enter your project number in the “Project Number Like” field

QUESTIONS??